CITY OF DESOTO
CULTURAL ARTS GRANT APPLICATION

Important:
1. Please be sure to read the accompanying guidelines.
2. Submit one application with one complete set of support materials (required attachments).
3. Please do not staple or use two-sided copies
4. Keep an additional copy for your files.
5. Please type and mail application to:

Arts Grant Program - City of DeSoto – 211 E. Pleasant Run Rd., DeSoto, TX 75115
Or return by email to kathy.jones@desototexas.gov

Type financial assistance requested:

- o General Project Assistance - support for entire season/series of activities/programs same year
- o Multiple Projects - support for one or more diverse projects/ programs in the same year
- o Special Projects – support for a single event

Project/Program Title _____

Total Request $ _____

FOR STAFF ONLY: Date Received/Postmarked:_____

Amount Awarded $_____

APPLICANT'S IDENTIFICATION

SECTION A

1._____
Applicant's Name Telephone

_____
Mailing Address City State Zip

2. _____
Contact Person (name) Title

_____
Mailing Address City State Zip

_____
Home Phone Business Phone

3. _____
Authorizing Official (Name) Title

_____
Mailing Address City State Zip

_____
Home Phone Business Phone

4. Incorporation Date: _____

5. Federal employer's I.D. # or Vendor I.D. # _____

SUMMARY OF APPLICANT'S FINANCIAL INFORMATION

SECTION B

1. Applicant's Fiscal Year _____ to _____

		PREVIOUS FISCAL YR.	BUDGETED CURRENT FISCAL YR.	PROJECTED UPCOMING FISCAL YR.
2.	Total operating revenues (see detailed attachments)	$_____	$_____	$_____
3.	Total operating expenditures	$_____	$_____	$_____
4.	Support from Arts Grant Program	$ _____	$ _____	$_____

SUMMARY OF APPLICANT'S PURPOSE AND GOALS

SECTION C

Please use the space below to state the purpose of your organization, please include information on your current organizational goals and objectives with examples of past and planned activities. (Attach mission statement and detailed strategic plan if available. Please add additional pages here as needed.)

APPLICANT'S FUND RAISING INFORMATION

SECTION D

Grant funds awarded by the City of DeSoto are not intended to be the sole source of funding for a project. Diversification of income is considered when awarding grants. Please identify other sources of income which have been acquired or are being pursued for this project. If you have applied for other grants, please note time of expected notification of award of funds.

DESCRIPTION OF THE PROGRAM/PROJECT/ACTIVITY DESCRIPTION FOR WHICH YOU ARE REQUESTING FUNDING

SECTION E

1. _____

Activity/Project/Program Title | Priority Number (in case of multiple applications)

2. Please use this space to provide a concise description of the project/program/activity for which you are requesting funding.

SECTION E (cont.)

. Please list the dates of your program/project/activity here:

4. Date(s) of program(s):

_____

_____

_____

_____

5. Facility Where Activity will be presented: _____

_____

Location: _____ Seating Capacity: _____

6. A. Estimated number of persons that will benefit from project: _____

B. Estimated number of tourists that will benefit from project: _____

C. Estimated markets (age groups, interest groups) that project has targeted to benefit from project: (please list)

_____

_____

7. Is this project/program: new_____
expanded_____
continuing_____

8. Please use this space to provide an explanation of why are you doing this project? What need does it fill in the community?

SECTION E (cont.)

9. **Timetable**

Provide an anticipated Timetable for the Project(s). Please use this space to show when your project will begin, be in rehearsal, the date of performances or public viewing, when the program or project will end. When using the Corner Theatre, please arrange rehearsals and performances

to conform with the posted hours of operation of the Corner Theatre and Civic Center as follows; 7 a.m. to 10 p.m. Monday through Thursday, 7 a.m. to midnight on Friday and Saturday and 1 p.m. to 6 p.m. on Sunday.

Project Description	Date

10. **Operation/Implementation**

Describe the manner in which the Project will be operated, supervised and implemented. Describe and address the decision-making authority of governing boards and any project committees organized to oversee the program.

SECTION E (cont.)

11. **Evaluation**

List criteria by which the project's success in meeting its purpose, goals and objectives will be evaluated and measured.

SECTION F

1. **Season Expenditures and Revenues Estimation**

Using the form below, please identify the expenditures associated with the applicant organization's season. If requesting funding for multiple projects, complete this page for each project.

Expenditures:	Column I Expenditures Paid by City	Column 2 Expenditures Not Paid by City	(Column 1 & 2) Total Expenditures
Professional Services			
Facilities Rental** Including the Corner Theatre			
Travel & Transportation			
Lodging			
Rentals (Excluding Facilities)			
Supplies & Materials			
Lighting Design/Sound Technician			
Publicity & Promotion			
Printing			
Postage			
Other			
Other			
Other			
Total Expenditures			

**** If your organization plans to use the Corner Theatre for your performance, please include the appropriate rental fees. The daily rental fee for a Friday or Saturday night is $150, $100 for Sunday and $75 for Monday through Thursday.**

Using the form below, please identify the anticipated revenues associated with the applicant organization's season. If requesting funding for multiple projects, complete this page for each project.

Revenues:	Funds by Source
City Funds (Grant Requests)	
Admissions	
Sales	
Membership	
Individual Donations	
Corporate Donations	
Foundation Support	
State Funds	
In-Kind Services*	
Other	
Other	
Other	
Total Revenues	

*Revenues for in-kind services will be calculated at minimum wage.

2. **BUDGET NARRATIVE –** Please use this space to provide a narrative explanation of your proposed budget.

SECTION G ASSURANCES – this section represents the commitment the arts organization will make to the City of DeSoto when they accept arts funding.

If a grant is awarded, the applicant hereby assures the City of DeSoto that:

1. The activities and services for financial assistance sought will be administered by the applying organization.

2. Any funds received through this application will be used solely for the projects, programs, or activities described in this grant application.

3. Acknowledge City of DeSoto and the DeSoto Arts Commission as a contributor or sponsor in any printed material related to the performance for which funding was received.

4. The undersigned have been authorized by the applicant to submit this application.

5. Agree to sign the funding contract and pick up your check within 30 days of notice that it is ready.

6. Adhere to the calendar established by City of DeSoto for use of the Corner Theatre.

7. Accept the Corner Theatre "As Is" and agree to restore it to its original condition at the end of each performance or production (example: theater lighting will offer a "general wash" of the stage; stage lighting must be returned to a "general wash" after the production is closed.)

8. Adhere to the posted hours for the Corner Theatre which are Monday through Thursday 7 a.m. to 10 p.m., Friday and Saturday 7 a.m. to midnight and Sunday 1 p.m. to 6 p.m.

9. Agree to employ the services of a professional lighting designer to program the lighting system for your production. This lighting designer must be approved by Corner Theatre staff.

10. If any content of a performance warrants a disclaimer as to the intended audience, it must be disclosed during the application process and be part of the advertisement for the performance.

11. Complete the production evaluation form as required and submit it to the DeSoto Arts Commission no later than 30 days after the conclusion of the production.

12. Make available seven complimentary tickets for DeSoto Arts Commission Board members to attend one performance of each funded production. Board Members wearing their official City of DeSoto Arts Commission badge

will be allowed free admission to one performance of each funded production.

13. Assume primary responsibility to market each funded performance.

14. Provide a minimum of 60 days written notification for cancelation or material change of a scheduled production.

15. Grant recipient will provide auditable documents upon request.

16. Grant recipient will meet with the DeSoto Arts Commission upon request.

President or Chairman: _____

Typed Name: _____

Date: _____

Project Director:_____

Typed Name: _____

Date: _____

CHECK LIST OF ATTACHMENTS
Please make sure that the following items are included with your application

( ) **Current list of board of directors and staff, with addresses and phone numbers**
( ) **Copy of by-laws, charter and organizational history**
( ) **Minutes of applicant's board meeting approving the application for grant funds**
( ) **Financial statement for the previous year;**
( ) **Current operating budget**
( ) **Projected budget for upcoming fiscal year (i.e., the year for which the project is proposed)**
( ) **Copy of IRS exemption letter or letter of non-profit status with the State of Texas**
( ) **A copy of most recently submitted IRS 990 Form**
( ) **One (1) complete original application with required attachments.**
( ) **Long-range plan including mission statement and goals and objectives**
( ) **Letters of support for project (optional)**
( ) **Video/audio tapes, writing samples (optional)**

Deadline to submit completed application – June 30th at 5 p.m. unless this date falls on a Saturday, Sunday or Holiday, in that case the application is due on the previous Friday at 5 p.m. Applications will not be accepted after the deadline. Submit all completed applications electronically to kathy.jones@desototexas.gov. For more information please call 972-230-9648 or e-mail to kathy.jones@desototexas.gov.